



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**ADMINISTRATOR, EDMOOR HOSPITAL**

**Class No. 002224**

**■ CLASSIFICATION PURPOSE**

To plan, direct, organize, and evaluate the activities of Edgemoor Hospital, provide comprehensive medical and nursing care to patients, and perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

This is a one-position unclassified executive management class allocated only to the Health and Human Services Agency (HHS). Under administrative direction, the incumbent reports to the Director, Area Agency on Aging and is responsible for administration of Edgemoor Hospital, a skilled nursing facility providing medical and nursing care to patients.

**■ FUNCTIONS**

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

1. Oversees long term planning for the hospital through collaboration with multiple specialists.
2. Plans, directs, and coordinates daily activities and programs providing medical, nursing, and rehabilitative services to patients.
3. Directs the development and implementation of policies and programs for the hospital's patient care and general administrative programs.
4. Implements quality assurance programs to maintain patient care standards.
5. Ensures compliance with Federal and State laws, codes, and regulations related to the skilled nursing facility operation, quality assurance, and financial management.
6. Develops the hospital's budget and monitors revenues and expenditures.
7. Conducts fiscal analysis and prepares cost projections.
8. Identifies operational problems and formulates appropriate solutions.
9. Prepares executive-level reports and correspondence.
10. Makes presentations to the Board of Supervisors and other legislative authorities.
11. Represents the County at meetings or conferences with other public and private agencies, organizations, or councils.
12. Promotes community understanding of long-term health care issues, hospital programs, and local needs.
13. Coordinates activities with other County departments, the public, and agency representatives.
14. Performs special studies and projects.
15. Supervises subordinate staff.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Licensing, accreditation, and certification requirements for patient care programs, facilities, and hospitals.
- Rehabilitative and geriatric treatment practices and techniques.
- Long-term care planning, administration, and evaluation.
- Policy and procedure development and implementation related to a large skilled medical and nursing facility.
- Relevant Federal, State, and local laws, regulations, and codes related to the administration and management of skilled nursing and long-term care facilities.
- Methods and techniques of grant application and proposals.
- Quality assurance system design and implementation related to medical and nursing care activities.
- Community resources available to implement and provide medical and nursing programs.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Service provider contract negotiations.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of a large hospital consisting of medical, nursing, rehabilitative, and administrative staff.
- Implement quality assurance programs to maintain patient care standards.
- Direct the preparation of research grant applications, proposals, and loan documents.
- Coordinate hospital services with other County departments and public/private agencies.
- Ensure that the hospital's activities conform with Federal, State, and local laws and regulations.
- Identify and resolve hospital operational problems.
- Prepare hospital's annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the County's health care campus project activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from government, industry, media, and other agencies.
- Communicate effectively orally and in writing.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, and reading and writing.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university, or certified equivalency in foreign studies in public/business administration, public/community health or closely related field; AND, five (5) years of progressively responsible management experience in hospital administration and operation.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

Valid Nursing Home Administrator's License issued by the State of California - State and Consumer Services Agency. For additional information, see Section 3116, Title 16, of the California Code of Regulations.

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

#### Working Conditions

Office environment; exposure to excessive noise; work with biohazards such as: blood pathogens, sewage, hospital waste, etc.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: June 9, 1955**

**Revised: February 23, 2000**

**Reviewed: Spring, 2003**

**Revised: May 26, 2004**

**Revised/Retitled: July 23, 2004 (From: Administrator, Edgemoor Geriatric Hospital)**

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Administrator, Edgemoor Hospital (Class No. 002224)

Union Code: EM

Variable Entry: Y